

SOURCES OF ASSISTANCE

Business Resource Guide

July 2004



City of Houston
Affirmative Action and Contract Compliance

CITY CERTIFICATION & RESOURCES

CITY OF HOUSTON – MAYOR’S OFFICE

Affirmative Action and Contract Compliance Division
Minority, Women, and Disadvantaged Business Enterprise (M/W/DBE) Program
Persons with Disabilities Business Enterprise (PDBE) Program
611 Walker, 20th floor; Houston, TX 77002; (713) 837-9000; Fax: (713) 837-9050

- Certification of M/W/DBEs and PDBEs and monthly M/W/DBE/PDBE Directory
- Provides *Contracting Guide* and quarterly newsletter, *The Source* (To view publications go to www.cityofhouston.gov, click departments, click Affirmative Action, then click publications)
- Pre-certification workshops, Thursdays, 2:00 p.m.; *How to do Business with the City* workshops and *Successful Bid and Bid Packaging* workshops
- Technical assistance workshops and seminars for small, M/W/DBE and PDBE firms
- Sponsors Government Procurement Connections; Co-sponsors EXPO and Greater Houston Business Procurement Forum monthly breakfast
- Bid notifications by fax and e-mail
- Ombudsman services for assistance, information, and dispute resolution
- E-mail: velma.laws@cityofhouston.net and web site: www.cityofhouston.gov

CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING

Dan Krueger, Interim Deputy Director, Engineering, Construction and Real Estate Division
611 Walker, 25th floor; Houston, TX 77002; (713) 837-0540; Fax: (713) 837-0698

- Information on all design and construction bid phase infrastructure projects in the Water, Wastewater, Street and Bridge, and Storm Water programs of the City's Adopted Capital Improvement Plan (CIP), and all real estate and leasing activities for the City
- The primary goal of the Engineering, Construction and Real Estate Division is to meet its CIP commitments in a cost-effective manner by utilizing the expertise of the engineering and construction communities with as little inconvenience to the citizens of Houston as possible.

- Information on procurement

Dallas Evans, Division Manager; (713) 238-5292; Fax (713) 238-5211
Jerry Roberts, Division Manager; (713) 238-5271; Fax (713) 238-5252
319 St. Emanuel; Houston, TX 77002

- Information on contract compliance

Lenoria Walker, Deputy Assistant Director; (713) 837-7135; Fax: (713) 837-7139
611 Walker, 24th floor; Houston, TX 77002

CITY OF HOUSTON - FINANCE AND ADMINISTRATION – STRATEGIC PURCHASING DIVISION

Calvin D. Wells, City Purchasing Agent

Betti Tywater, MWBE Liaison

901 Bagby, City Hall, B-109; Houston, TX 77002; (713) 247-1847; Fax: (713) 247-3906

- Informal and formal bids for supplies and nonprofessional services
- Vendor number application and information at (713) 247-1740
- Bid notices are available from the following sources:
 1. Notice to Bidder section of the Houston Business Journal (Fridays)
 2. City Hall, 901 Bagby, Room B-120, posted in the Service Assistance area
 3. Municipal Access Channel, weekly
 4. Weekly rotation in minority periodicals
 5. Notice to Bidder and Notice of Proposals on the Internet: web site: www.houstonpurchasing.com

CITY OF HOUSTON - HOUSTON AIRPORT SYSTEM

Atisha Menyweather, Contract Compliance Officer II

Janice Phillips, Senior Administrator

16930 John F. Kennedy Blvd.; Houston, TX 77032; (281) 233-3000; Fax: (281) 233-1830

- Information on planning, design, and construction for three airport facilities
- Web site: www.houstonairportsystem.org

CITY OF HOUSTON - ONE STOP BUSINESS ASSISTANCE CENTER

Neil Polansky, Manager

900 Bagby, City Hall Annex, Public Level; Houston, TX 77002; (713) 247-2982; Fax: (713) 247-2710

- Provides the FREE, 45 page GETTING STARTED PACKET for new and existing businesses, including information on permits, licenses, and applicable regulations
- Directs businesses to sources of technical assistance, counseling, networking, mentoring, incubator, and educational opportunities
- Provides Service Corps of Retired Executives (SCORE) business management counseling in-office
- Provides information and referrals to local, state, and federal financing programs, and incentives for new and existing small businesses
- Refers minority, women, and disadvantaged businesses to certification programs, HUB programs, and contracting opportunities with the City of Houston as well as other government agencies
- Provides troubleshooting and liaison assistance for businesses attempting to obtain permits and certificates issued by the City of Houston
- E-mail: onestopbusinesscenter@cityofhouston.net
- and web site: <http://www.ci.houston.tx.us/citygovt/mayor/osbc/>

OTHER CERTIFICATION OR MWBE PROGRAMS

HOUSTON SMALL BUSINESS DEVELOPMENT CORPORATION

Business and Technology Center

Marlon D. Mitchell, Executive Director

5330 Griggs; Houston, TX 77021; (713) 845-2400; Fax: (713) 645-2830

- Low interest rate, long-term financing
- General business counseling and planning
- Resource library equipped with entrepreneurial start-up guides, trade journals, state of the art computers, and software
- Workshops and training sessions
- Office space and administrative support services
- Web site: www.hsbdc.org

HOUSTON INDEPENDENT SCHOOL DISTRICT (HISD)

Office of Business Assistance

Robert D. Gallegos, Director

3830 Richmond, Level 3 West; Houston, TX 77027; (713) 892-7630; Fax: (713) 892-7510

- MWBE registration only
- Accepts City of Houston, Houston Minority Business Council (HMBC), and Women's Business Enterprise Alliance (WBEA) certifications
- Workshops and training
- MWBE Directory
- Bid notifications
- "How to do Business with HISD" guide
- Small business operations and financial management mentoring
- MWBE and corporate networking referrals
- Web site: www.houstonisd.org

HOUSTON MINORITY BUSINESS COUNCIL, INC. (HMBC)

Richard A. Huebner, Executive Director

6671 Southwest Freeway, #110; Houston, TX 77074; (713) 271-7805; Fax: (713) 271-9770

- Corporate and MBE contact directories
- Minority Business Enterprise (MBE) and Corporate membership networking organization
- MBE certification accepted by City of Houston and State of Texas
- Business referrals/weekly bid list/procurement portal
- Educational seminars and workshops
- Annual EXPO, Texas' largest Minority Business Development Trade Fair
- Networking luncheons
- Corporate and MBE professional services contact directories
- Business consultants offering guidance and advice
- Financial lending through the Business Consortium Fund (BCF)
- E-mail: info@hmbc.org and web site: www.hmhc.org

METROPOLITAN TRANSIT AUTHORITY OF HARRIS COUNTY (METRO)

John Truitt, Small Business Program Officer

1201 Louisiana; Houston, TX 77002; (713) 739-4844; Fax: (713) 739-3857

- Certification program for small businesses
- Management and technical assistance programs (METRO Opportunities University)
- Monthly networking/Procurement Breakfast and Evening Forum

PORT OF HOUSTON AUTHORITY

111 East Loop North; Houston, TX 77029; (713) 670-2400; Fax for Small Business Development staff: (713) 670-2498; Fax for Purchasing staff: (713) 670-2465

Small Business Development Staff:

Gilda Ramirez, Small Business Development Director; (713) 670-2590

Terri Hall, Small Business Development Outreach Coordinator; (713) 670-2828

Maurice Davis, Small Business Development Analyst; (713) 670-2418

Nola Sears, Small Business Development Assistant; (713) 670-2597

Purchasing Staff:

Curtis Rose, Purchasing Manager; (713) 670-2460

Glenn Martin, Buyer; (713) 670-2463

- Assistance to small businesses
- Bid & proposal information

The Port of Houston Authority's program is a race and gender neutral goal oriented program, targeting small businesses or requiring contractors to utilize small businesses. Under the program, all eligible contracts have a goal of 35% small business participation.

SBC

For more information on how to do business with SBC and on SBC's Supplier Diversity Programs, visit

www.sbcsuppliers.com.

TEXAS DEPARTMENT OF TRANSPORTATION - BUSINESS OPPORTUNITY PROGRAMS SECTION (TXDOT)

Efrem Casarez, Director of Disadvantaged Business Enterprise Program

James Dossett, Director, Business Opportunity Programs Section; (512) 486-5500

125 East 11th; Austin, TX 78701; (866) 480-2518; (512) 486-5502; Fax: (512) 486-5509

- Certification of DBEs
- Technical assistance program
- Assists DBEs in procuring TXDOT contracts

TEXAS BUILDING AND PROCUREMENT COMMISSION HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATION AND COMPLIANCE PROGRAM

Attention: Procurement

P.O. Box 13047; Austin, TX 78711-3047; (512) 463-5872; Fax: (512) 305-9072

- Office in charge of the state's HUB certification program

Women's Business Enterprise Alliance (WBEA)

Susan Repka, Certification Manager

1900 North Loop West, Suite 270; Houston, TX 77018; (713) 681-9232; Fax: (713) 681-9242

- Women's Business Enterprise National Council
- (WBENC) National Certification Program
- Breakfasts, luncheons, and after-hours networking events
- WBE trade fairs
- Monthly educational workshops
- Corporate contact list
- Suppliers Guide
- "Keys to Success" Networking Luncheons
- Educational programs
- Buyer workshops
- Annual Awards Program
- WBE member orientation
- Annual Women's Business Opportunity Expo
- Mentoring Program
- Annual Golf Classic and Auction
- E-mail: certification@wbea-texas.org (certification); events@wbea-texas.org (events); and admin@wbea-texas.org (other inquiries) and web site: www.wbea-texas.org
- WBE scholarships

BUSINESS RESOURCES

Acres Home Center for Business and Economic Development

Beulah Ann Shepard, Chairman

Alicia Antonia Marcha, Coordinator

6130 Wheatley; Houston, TX 77091-3947; (713) 692-7161; Fax: (713) 692-1183

- Business counseling
- Workshops and training sessions

CORPORATION FOR ECONOMIC DEVELOPMENT OF HARRIS COUNTY, INC.

Jacqueline B. Griffin, President

11703 ½ Eastex Freeway; Houston, TX 77039; (281) 590-5600; Fax: (281) 590-5605

Assistance

- Provides small business counseling and workshops for small businesses, commercial customers of banks and other lenders located throughout the Harris, Fort Bend, Montgomery, Waller, Liberty, Brazoria, and Galveston counties
- Business planning
- Financial statement analysis
- Loan packaging (including loan feasibility, loan structuring, and capital sourcing)
- Workshops and small business training programs
- Web site: www.cedhc.com

Loans

- Small Business Microloans, Small Business Development Loans

HOUSTON MINORITY BUSINESS DEVELOPMENT CENTER (MBDC)

Milton Thibodeaux, Project Director

2900 Woodridge, Suite 310; Houston, TX 77087; (713) 644-0821 (ext. 239); Fax: (713) 644-3523

Houston MBDC is funded in part by the Minority Business Development Agency, U.S. Department of Commerce and currently operated by GRIJALVA & ALLEN, P.C. at (713) 784-1181, a full service, accounting, diversity, and management consulting firm in cooperation with twenty-five community based strategic partners. Services provided include the following:

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|------------------------------------|-------------------------------------|--|
| ▪ Management training | ▪ Site selection | ▪ Identify bid opportunities |
| ▪ Personnel policies and handbooks | ▪ Inventory control | ▪ Bid preparation |
| ▪ Marketing | ▪ ISO 9000/TQM | ▪ Contract negotiation |
| ▪ Accounting and budgeting | ▪ Computer and web page design | ▪ 8(A) packaging |
| ▪ Tax compliance and planning | ▪ Feasibility studies | ▪ Export assistance |
| ▪ Business planning | ▪ Identifying lenders and investors | ▪ Web site: |
| ▪ Market research | ▪ Loan packaging | www.houstonmbdc.com |
| ▪ Demographic research | ▪ Bonding assistance | |

MCGRAW HILL CONSTRUCTION DODGE

George Neitzey, Account Representative

4101 Greenbriar, Suite 320; Houston, TX 77098-5296; (713) 529-2256; Fax: (713) 524-7639

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| ▪ Dodge Reports - daily news service listing new construction information | ▪ Plan room to review plans and specifications – subscribers only |
| ▪ Dodge Plans - electronic delivery of plans and specifications | ▪ Construction statistics |
| | ▪ Daily construction information in print or online |

SERVICES COOPERATIVE ASSOCIATION (SCA) – a Texas chartered not-for-profit cooperative association

C. Dean Kring, Executive Director and Director of Research

9600 Long Point, Suite 150; Houston, TX 77055-4266; (713) 932-7495 (ext. 13); Fax: (713) 932-7498

- Conducts Houston Business CrossRoads Networking Breakfast every Wednesday (since 1983) for emerging business owners to meet owners of established companies and representatives of large companies in order to improve the skills of start-up and early stage business owners in market expansion, business development, entrepreneurial education, and professional growth (for information or reservations, call (713) 932-7495 ext. 48)
- Sponsors the oldest small business incubator in Texas (since 1985) and the first Women's Business Center in the United States (since 1990) which provide the resources, environment, and methodology to accelerate business growth
- When accepted into an incubator development program, companies have a mentor, a professional development coach, an advisory board, office space, computer, web site, assistance with the business plan, marketing strategy, and instruction in personal selling skills in an increased contact base.
- Conducts annual trade fairs in the spring and fall, entrepreneurial workshop in the summer, and the coming year's Houston Economic Forecast on New Year's Eve morning, December 31st
- Assists companies past the start-up stage in marketing, operations, administration, and finance
- E-mail: service@servicesca.org and web site: <http://www.servicesca.org>

SMALL BUSINESS ADMINISTRATION (SBA)

Cleveland Baker, Assistant District Director

8(a) Business Development

8701 South Gessner Dr., Suite 1200; Houston, TX 77074-1591; (713) 773-6500 (ext. 236); Fax: (202) 481-0835

- Assistance to small businesses
- Bonding (The SBA guarantees surety companies against a percentage of losses sustained on contracts up to 1.25 million dollars in face value.)
- The SBA has offices located around the country. For the one nearest you, consult the telephone directory under U.S. Government or call the Small Business Answer Desk at 1-800-UASK-SBA or Fax: (202) 205-7064.
- Web site: www.sba.gov

SMALL BUSINESS ADMINISTRATION - SERVICE CORPS OF RETIRED EXECUTIVES (SCORE)

Allen Shapiro, Chairperson

8701 South Gessner Dr., Suite 1200; Houston, TX 77074-1591; (713) 773-6565; Fax: (713) 773-6551

- Free and individual business counseling tailored to meet individual needs and objectives of small business owners
- Seminars on “Starting and Running Your Own Business” (Each month there is one seminar on a Saturday and one on a Wednesday)
- Workshops on “Business Plans,” “Marketing,” and “Cash Management and Record Keeping” geared to teach the answers to important issues
- Business Information Center (BIC) equipped with computers, resource library with complete information on several hundred businesses and subject specific reference books
- Outreach activity through use of Field Visit and Speakers Bureau Committee
- Other Houston office locations at: Palm Center; 5330 Griggs Road; (713) 845-2424 and One Stop Business Center – City Hall Annex; 900 Bagby St.; (713) 247-2982
- E-mail: score37@scorehouston.org
- Web site: www.scorehouston.org

TEXAS MANUFACTURING ASSISTANCE CENTER (TMAC)

Gulf Coast Office: University of Houston; 815 TMAC Building; Houston, TX 77204-6023; (832) 842-7043; Fax (713) 747-7509. For service throughout Texas, call 1-800-625-4876

- Provides training and technical assistance to Texas manufacturers through 7 regional offices, including one at the University of Houston, which serves the Gulf Coast region.
- Focus areas include lean manufacturing and lean office principles, strategic management, quality systems, environment and safety.
- Web site: www.tmac.org < <http://www.tmac.org/> >

TEXAS SOUTHERN UNIVERSITY - ECONOMIC DEVELOPMENT CENTER (EDC)

Ella M. Nunn, Director

Texas Southern University, School of Business

3100 Cleburne Avenue, Suite 151; Houston, TX 77004; (713) 313-7785; Fax: (713) 313-7724

Services listed below are offered without a charged fee:

- GED training, remedial education, and jobs skills training for individuals
- Education and training workshops/seminars for existing or potential business owners; one-on-one technical assistance in business development for business start-ups and expansions with a revolving loan fund program
- Limited technical assistance and information to community-based organizations
- Community-based organization for economic development projects
- Limited small business marketing and feasibility studies
- Promotes small and minority business development
- E-mail: nunn_em@tsu.edu and web site: www.tsu.edu/business

UNIVERSITY OF HOUSTON SMALL BUSINESS DEVELOPMENT CENTER NETWORK

Mike Young, Executive Director

Jacqueline Taylor, Associate Region Director

James B. Evans, Assistant Region Director

2302 Fannin, Suite 200; Houston, TX 77002; (713) 752-8444; Fax: (713) 756-1500

Houston Metropolitan Center

Roberta Skebo, Director; (713) 752-8400

- Free business consulting for small businesses, including: business planning, marketing, loan packaging, and financing
- Comprehensive business library, bilingual consulting, and Women Business Owner’s Initiative

International Trade Center

Carlos Lopez, Director; (713) 752-8404

- Free international business consulting, including: the evaluation of export potential, market research, selection of distribution networks, and exporting logistics

Procurement Technical Assistance Center
(713) 752-8475

- Free consulting, including: the development of government markets and assistance with bid packages and proposals for local, state, and federal opportunities
- Assistance with contract specifications, quality control, and cost accounting standards
- Library with government contract specifications

Training Center

John Czapko, Director; (713) 752-8488

- Low-cost workshops and seminars covering a wide range of business skills, including: management, computers, finance, marketing, manufacturing, and basics of starting a business

Direct Business Assistance Program

Roberta Skebo, Director; (713) 752-8400

- Referral service providing reduced-fee business professionals, including: attorneys and CPAs

BUSINESS INFORMATION CENTER / U.S. GENERAL STORE FOR SMALL BUSINESSES

Dr. Roger Harris, SBA Manager

5330 Griggs Road, Suite G101; Houston, TX 77021-3717; (713) 643-8000; Fax: (713) 643-8193

- On-site, cross-trained customer service representatives from SBA, Houston Small Business Development Corporation (HSBDC), Houston Minority Business Center (HMBC), University of Houston Small Business Development Center (UH/SBDC), Service Corps of Retired Executives (SCORE), and Business Information Center
- Banks/lenders are available to make loans to small businesses
- Internet access, videotapes, entrepreneur books on business operations, etc.
- Offers business start-up guides, loan information, contracting opportunities, and on-site seminars

FINANCIAL RESOURCES

BUSINESS CONSORTIUM FUND, INC. (BCF)

C/O HOUSTON MINORITY BUSINESS COUNCIL (HMBC)

Richard A. Huebner, Executive Director

6671 Southwest Freeway, Suite 110; Houston, TX 77074; (713) 271-7805; Fax: (713) 271-9770

- Provides working capital to certified minority businesses of the HMBC and the National Minority Supplier Development Council
- Must have a contract, purchase order, or have previously conducted business with a member of the Houston Minority Business Council or any regional council member of the National Minority Supplier Development Council (includes City of Houston)
- \$50,000 to \$750,000 up to 4 years at close-to-prime interest rate
- Loan guaranty program and equity loans also available
- E-mail: info@hmbc.org

CITY OF HOUSTON - HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

Jennifer Lampkin, Assistant Director/Housing and Economic Development

601 Sawyer Street, 4th floor; Houston, TX 77007; (713) 868-8300; Fax: (713) 868-8409

- EDI/Section 108 funds which provide financing for economic development, housing rehabilitation, and essential development projects
- Information on the Enhanced Enterprise Community Program which offers opportunities for new investments in housing, commercial, and industrial developments
- Information on tax exempt bond financing for educational facilities, health facilities, and industrial developments
- Financing for affordable housing developments

CORPORATION FOR ECONOMIC DEVELOPMENT OF HARRIS COUNTY, INC.

Jacqueline B. Griffin, President

11703 ½ Eastex Freeway; Houston, TX 77039; (281) 590-5600; Fax: (281) 590-5605

- Provides management and technical assistance: start-up counseling, business planning, loan packaging, and workshops for small businesses and bank customers in Harris, Montgomery, Liberty, Galveston, Brazoria, Fort Bend, and Waller counties.
- Micro-loan program: \$1000 - \$35,000
- Revolving loan fund: over \$35,000 up to \$250,000 (requires lender participation)
- Web site: www.cedhc.com

HOUSTON-GALVESTON AREA LOCAL DEVELOPMENT CORPORATION

James Walsh, Loan Specialist

3555 Timmons Lane, Suite 120; Houston, TX 77027; (713) 499-6675; Fax: (713) 993-4503

- Administers the SBA 504 program
- 504 loans up to \$1.3 million

OFFICE OF THE GOVERNOR, ECONOMIC DEVELOPMENT AND TOURISM

Economic Development Bank

1700 N. Congress Ave.; P.O. Box 12728; Austin, TX 78711; (512) 936-0100; Fax: (512) 936-0188

For more information, refer to web site at <http://www.governor.state.tx.us/divisions/ecodev>

Capital Access Program (CAP)

- Increases availability of financing for organizations that face barriers in accessing capital
- Targets small and medium size businesses particularly those located in an Enterprise Zone or those providing day-care services
- New alternative to no financing
- Loan Loss Reserve account reduces risk
- No minimum or maximum loan amount
- Lender and Borrower contribution must match the required 4% floor

The State contribution may not exceed 8% or \$35,000 of the loan to businesses located in enterprise zones or for day-care providers. The limit is 6 percent for any other applicant. Use of proceeds includes working capital, purchase, construction, equipment, buildings, and lease of capital assets.

Texas Enterprise Zone Program

- The Texas Enterprise Zone program is an economic development tool for local communities to partner with the State of Texas to encourage job creation and capital investment in economically distressed areas of the state.
- Local and state incentives may be provided to qualified businesses that are designated Texas Enterprise Projects.
- Projects may be physically located in or outside of an Enterprise Zone.
- If located within a zone, the qualified business commits that 25% of their new employees will meet economically disadvantaged or enterprise zone residency requirements.
- If located outside of a zone, the qualified business commits that 35% of their new employees will meet economically disadvantaged or enterprise zone residency requirements.

Texas Leverage Fund Program

- Is an Economic Development Bank
- Offers an added source of financing to communities that have passed 4A/4B economic development sales tax
- Allows cities to leverage their economic development sales tax and to pursue additional projects.

State of Texas Industries Revenue Bond Program

- Designed to provide tax-exempt financing to finance land and depreciable property for eligible industrial or manufacturing projects
- The Development Corporation Act allows cities, counties, conservation, and reclamation districts to form non-profit industrial development corporations or authorities on their behalf. The purpose is to issue taxable and tax-exempt bonds for eligible projects in their jurisdictions.

Texas Linked Deposit Program

- Established to encourage lending to historically underutilized businesses, child-care providers, non-profit corporations, and/or small businesses located in an Enterprise Zone by providing lenders and borrowers a lower cost of capital

SMALL BUSINESS INNOVATION RESEARCH PROGRAM - (SBIR)

C/O SBA

Manuel Gonzalez, Acting District Director

8701 South Gessner Dr., Suite 1200; Houston, TX 77074-1591; (713) 773-6500 (ext. 232); Fax: (713) 773-6550

- Provides federally-funded grants to businesses involved in high-tech innovation research and development operations
- Grants of \$50,000 and more are available in a three phase funding cycle:
 - Phase I is the start-up phase. Awards (up to \$100,000 for approximately 6 months) support exploration of the technical merit or feasibility of an idea or technology.
 - Phase II awards (up to \$750,000 for as many as 2 years) expand Phase I results. During this time, the R&D work is performed and the developer evaluates commercialization potential. Only Phase I award winners are considered for Phase II.
 - Phase III is the period during which Phase II innovation moves from the laboratory into the marketplace. No SBIR funds support this phase. The small business must find funding in the private sector or other non-SBIR federal agency funding.
- To get on the mailing list, call (202) 205-6450 or see the SBA web site under SBIR on the Internet.

U.S. SMALL BUSINESS ADMINISTRATION 7(a) Loan Program

8701 South Gessner Dr., Suite 1200; Houston, TX 77074-1591; (713) 773-6500 ext. 234 or 239; Fax: (713) 773-6550

- Guarantees up to 85% of amount provided by commercial lenders on loans up to \$150,000
- Loans over \$150,000 receive a 75% guarantee
- Uses include debt refinancing, land, building, equipment, and working capital
- No minimum guarantee; Maximum guarantee of \$1 million
- Low Documentation Loan Program ("Low-Doc") (up to \$150,000) for new and emerging businesses
- Bonding (The SBA guarantees surety companies against a percentage of losses sustained as a result of a contractor's default on a guaranteed bid, payment, or performance bond.)
- The SBA has offices located around the country. For the one nearest you, consult the telephone directory under U.S. Government or call the Small Business Answer Desk at 1-800-UASK-SBA or Fax: (202) 205-7064.
- Web site: www.sba.gov or Pro-net web site at <http://pro-net.sba.gov>

CHAMBERS & COMMUNITY ORGANIZATIONS

ACRES HOME CITIZENS CHAMBER OF COMMERCE

Roy Douglas Malonson, Chairman/CEO

6130 Wheatley; Houston, TX 77091-3947; (713) 692-7003; Fax: (713) 692-1183

- Actively promotes the growth and expansion of small business enterprises
- Center for Business and Economic Development
- Annual community/business directory
- Monthly networking lunch meetings, the first Thursday of each month
- Juneteenth Zydeco and Blues Festival
- Annual awards banquet
- Monthly small business development workshops, the second Tuesday of each month

AMERICAN INDIAN CHAMBER OF COMMERCE OF TEXAS

Diana Woodward, Executive Director

P.O. Box 163047; Fort Worth, TX 76161; (817) 429-2323; Fax: (817) 451-3575

204 W. Bedford-Eules Rd., Suite J; Hurst, TX 76053

- Quarterly newsletter
- Promotes economic development through seminars on certifications, business start-up and development, legal and tax issues, and genealogy. Also sponsors networking opportunities and trade shows.
- Promotes civic development through scholarship program, annual awards banquet and sponsorship of Native American Art show and community day.
- Distributes American Indian Business Directory
- E-mail: aicct@aicct.com and web site: www.aicct.com

ASIAN CHAMBER OF COMMERCE

Elsie Huang, Executive Director

7457 Harwin Drive, Suite 146; Houston, TX 77036; (713) 782-7222; Fax: (713) 782-8676

- Monthly business luncheons and networking, the second Wednesday of each month
- Quarterly mixer with other business organizations
- Trade mission
- Annual membership directory
- Annual Entrepreneur Award Gala
- Seminars
- Newsletter
- Web site: www.Asianchamber-hou.org
- E-mail: elsiehuang@asianchamber-hou.org

COUNCIL OF ASIAN AMERICAN ORGANIZATIONS

Glenda Joe, Communications Coordinator

1714 Tannehill Drive; Houston, TX 77008; (713) 861-8270; Fax: (713) 861-3450

- Cultural conflict resolution team approach to diversity issues and resource referrals

GREATER SOUTHWEST HOUSTON CHAMBER OF COMMERCE

Trish Wise, President and CEO

6900 S. Rice Avenue; Bellaire, TX 77401; (713) 666-1521; Fax: (713) 666-1523

- Monthly breakfast and luncheon meetings
- Annual membership directory
- Web site with links to member businesses
- Business before and after-hours networking opportunities
- Leadership 20/20 Program
- Golf tournament, arts and crafts festivals, Law Enforcement Recognition Banquet, and other special activities
- Committees focusing on economic development, small business assistance, education, governmental affairs, etc.
- Web site: www.southwesthoustonchamber.com

HOUSTON AREA URBAN LEAGUE, INC.

Sylvia K. Brooks, President and CEO

Daniel Collins, Chairman of the Board

1301 Texas Avenue; Houston, TX 77002; (713) 393-8700; Fax: (713) 393-8701

5320 Griggs Rd.; Houston, TX 77021; (713) 845-2501; Fax: (713) 641-3321

- Operates the Community Technology Center which offers comprehensive computer literacy training
- Education and Support Services - academic support/parental involvement, higher education, and youth leadership
- Housing and Community Services - City of Houston and Harris County home repair programs, housing counseling program, and home buyer seminars
- Workforce, Economic Development and Training Department - employment orientation and assessment, life skills training, referral placement, Job Club, and AT&T Digital Campus
- Health initiatives – Diabetes Education and Prevention programs
- Professional training and development seminars

HOUSTON CITIZENS CHAMBER OF COMMERCE

Val Thompson, President

Earl B. Loggins, Chairman of the Board

2808 Wheeler Street; Houston, TX 77004; (713) 522-9745; Fax: (713) 522-5965

- Membership open to any business, organization, or professional
- Board of Directors Meeting (first Wednesday of the month)
- African American Entrepreneurial Outreach Center (Port of Houston Authority contractual opportunities)
- Annual Scholarship Awards Program / May 2005
- African-American Business Achievement Pinnacle Awards / October 2004
- SBA Outreach Office / Tuesdays
- Networking functions (2nd Thursday of the month)
- Conference room facilities
- Referrals to appropriate lending sources or agencies
- Membership/orientation meeting
- Business After Hours networking event / Quarterly
- Men Who Cook Gala
- Web site: www.houstoncitizenschamber.com

Houston Hispanic Chamber of Commerce

Iris Correa, President

2900 Woodridge, #312; Houston, TX 77087; (713) 644-7070; Fax: (713) 644-7377

- Membership open to any business concerned with Hispanic economic development
- Networking events: breakfasts, luncheons, awards banquet, after hours mixers, etc.
- Workshops and educational seminars focusing on business management development
- Managerial and technical assistance in domestic and international business
- Web site: www.houstonhispanicchamber.com

HOUSTON INTOWN CHAMBER OF COMMERCE

Jamie Brewster, President and Executive Director

3015 Richmond Avenue, Suite 200; Houston, TX 77098; (713) 524-8000; Fax: (713) 524-2786

- Chamber luncheons – Bi-monthly
- Networking breakfasts – Bi-monthly
- Quarterly Intown Marketing Network
- Monthly Neighborhood Chat & Chew
- Monthly *Houston Intown* publication
- Advertising opportunities
- Liaison with governmental agencies
- Professional Development opportunities
- Quality of Life initiatives
- Conference room facilities
- Special events
- Community outreach and development
- Web site: www.houston-intown.com

HOUSTON WEST CHAMBER OF COMMERCE

Jeannie M. Bollinger, President and CEO

10777 Westheimer, Suite 916; Houston, TX 77042; (713) 785-4922; Fax: (713) 785-4944

- Membership open to any business on Houston's westside
- Monthly networking breakfasts
- Monthly luncheon
- Networking Nites
- Advertising Opportunities
- Seminars and workshops
- Business-to-business referrals
- Annual golf tournament
- Business/International Expo
- Economic Development Star Awards luncheon
- Governmental Affairs luncheon
- Health Initiatives / Health Fair
- Teacher of the Year luncheon
- Web site: www.houstonwestchamber.org
- Ribbon cuttings, ground breakings, grand openings

LEAGUE OF UNITED LATIN AMERICAN CITIZENS (LULAC) - DISTRICT VIII

Sylvia Gonzalez, Director

5207 Airline Drive, Suite 102; Houston, TX 77022; (713) 695-5980; Fax: (713) 697-1012

- Information and referral service
- E-mail: webmaster@lulac8.org
- Web site: www.lulac.org

N.A.A.C.P. ECONOMIC DEVELOPMENT COMMITTEE

Reuben Brown, Economic Development Chair

2002 Wheeler Avenue; Houston, TX 77004; (713) 526-3389; Fax: (713) 630-2699

- Workshops and seminars for minority businesses (business start-up, marketing, and government contracting)
- Annual campaign to support, strengthen, and increase minority businesses
- E-mail: branch@naacphouston

Native American Chamber of Commerce

Carroll Griffin Cocchia, President/Founder

7457 Harwin, Suite 307; Houston, TX 77036; (832) 251-6367; Fax: (832) 251-6312

- Monthly newsletter
- American Indian Business Directory
- Educational and cultural programs
- Committed to culture, commerce, and community
- Assists in American Indian business development and growth
- Major corporate partnership and participation
- Member/co-creator of inner council of minority chambers - Greater Houston Area
- Nationwide membership and representation
- Member of Houston Minority Business Council
- Annual Corporate and Small Business Awards Gala
- Committees addressing mentoring, global diversity, internship, recruitment, bids, proposals, and member needs assessments

SOUTH ASIAN CHAMBER OF COMMERCE – HOUSTON CHAPTER

Faz'le A. Yousuf, President

Harinath Medi, Chairman

9888 Bissonnet, Suite 290-I; Houston, TX 77036; (713) 988-2445; Fax: (713) 988-2447

- Monthly dinner meetings and networking opportunities
- Education through selected speakers, seminars, and presentations
- Annual membership directory
- Business opportunities and leads
- Business expo/awards ceremony
- Web site: www.sacchouston.org

WOMEN'S CHAMBER OF COMMERCE OF TEXAS

Sandy White, Board member

1225 N. Loop West, Suite 1030; Houston, TX 77008; (713) 869-1144 (ext. 12); Fax: (713) 868-3101

- Focus: women's issues in commerce
- Networking functions
- MAPcom: Money and Power Conference
- Luncheon every fourth Tuesday of the month
- Annual conference in the fall
- Business referrals and job leads

PROFESSIONAL ORGANIZATIONS

ALLIANCE OF MINORITY CONTRACTORS OF HOUSTON (AMCH)

Gilbert De La Cruz, Chairman

1616 W. 22nd, Houston, TX 77008; (713) 802-4145; Fax: (713) 863-8522

- Promote contracting opportunities
- Monthly meetings with guest speakers and educational presenters (3rd Thursday of each month) HCCS Elgin @ Main, free parking
- Monthly networking activities
- Information sources for contractors
- Monthly supplier/service provider presentation
- E-mail: gdelacruz@trevinogroup.com

ASIAN AMERICAN ENGINEERS/ARCHITECTS

Terry Cheng, P.E., President

6250 Westpark, Suite 200; Houston, TX 77057-7304; (713) 784-7777; Fax: (713) 784-7733

- Referrals
- Bi-monthly dinner and networking meeting
- E-mail: aia@aiainc.com

ASSOCIATED BUILDERS AND CONTRACTORS OF GREATER HOUSTON (ABC)

Russell Hamley, President

3910 Kirby, Suite 131; Houston, TX 77098; (713) 523-6222; Fax: (713) 874-0747

- Monthly networking opportunities
- Information sources for contractors
- Nationwide computerized referral service
- Plan room with copying services
- Construction and Maintenance Education Foundation provides training in 21 crafts
- Contractor Insurance Program

ASSOCIATION OF BLACK CONSULTING ENGINEERS AND ARCHITECTS

Peter Jordan, President

7322 S.W. Freeway, Suite 470; Houston, TX 77074; (713) 779-2299; Fax: (713) 779-3727

- Promotes excellence in engineering and architecture
- Promotes increased opportunities for Black engineering and architectural firms
- Networking activities
- Monthly meetings first Tuesday of each month with guest speakers
- Influences policies to increase opportunities in the public and private sectors

ASSOCIATION OF MINORITY CONTRACTORS OF HOUSTON

Richard E. Battle, President

5510 W. Ridgecreek #G; Houston, TX 77053; (281) 835-5278; Fax: (713) 433-5287

- Selected bid specifications for review (City, County, and HISD)
- Promotes increased opportunities for minority contractors and suppliers
- Monthly meetings with guest speakers
- Networking activities

HISPANIC CONTRACTORS ASSOCIATION - GREATER HOUSTON AREA, INC.

Randy Magdeleno, Chairman

11 Parker Rd.; Houston, TX 77076; (713) 699-2732; Fax: (713) 695-1556

- Networking activities
- Information sources for Hispanic-owned businesses and Hispanic contractors
- Promotes and increases opportunities for Hispanic-owned businesses and Hispanic contractors
- National, state, and local affiliates
- Monthly meetings, third Saturday of every month
- with guest speakers
- Quarterly newsletter
- Provides free information on City of Houston, Houston Minority Business Council, and METRO certification programs
- Develops alliances with other associations and chambers

HOUSTON BUSINESS & PROFESSIONAL MEN'S CLUB

David Harris, Chairman of the Board

13135 S. Dairy Ashford, Suite 525; Sugarland, TX 77478; (281) 491-8233; Fax: (713) 520-5209

- Co-sponsor of the Greater Houston Business Procurement Forum meetings every third Tuesday of each month
- For breakfast reservations, call David Harris at (713) 527-8233

HOUSTON CHAPTER, ASSOCIATED GENERAL CONTRACTORS OF AMERICA, INC. (AGC)

Pat Kiley, Executive Vice President

Jerry Nevlud, Executive Director

Barbara Bailey, Executive Director

P.O. Box 662; Houston, TX 77001-0662; (713) 843-3700; Fax: (713) 843-3777

For Members Only:

- Fax, e-mail bulletins three times/week; daily web site updates of construction projects out for bid; contract awards and lows, etc.
- Help with public and employee relations
- Use of plan room - blueprints available on jobs out for bid including all City, County, State, Fed projects and other private commercial projects
- Online project information using iSqFt technology
- Special membership for M/WBE, emerging firms, start-up businesses
- E-mails: pat.k@agchouston.org, jerry.n@agchouston.org, and barbara.b@agchouston.org
- Web site: www.agchouston.org

HOUSTON COUNCIL OF ENGINEERING COMPANIES, INC.

Tom Ramsey, P.E., President

Christina M. Lindsay, Executive Director

2150 West 18th Street, Suite 205; Houston, TX 77008; (713) 426-0800; Fax: (713) 426-0801

- Promotes capital improvement projects throughout the City of Houston, Harris County, and surrounding municipalities and counties
- Assists County and City in writing guidelines and criteria for the National Pollutant Discharge Elimination System (NPDES)
- Technical review of the Harris County Flood Control District Design Criteria Manual, Harris County Design Standards, and City of Houston Design Manual
- Pursuit of cost-effective, quality-based selection processes by public agencies

HOUSTON HISPANIC ARCHITECTS AND ENGINEERS

Vince Obregon, President

16360 Park Ten Place, Suite 230; Houston, TX 77084; (713) 278-5142

- Focus: design services and ways Hispanic businesses can collaborate to complete projects
- Monthly meetings
- Hosts potential clients to allow individuals to directly market themselves
- Career guidance for young Hispanics
- Promotes economic growth among the members
- Scholarships and mentorships for young Hispanics
- Mission Statement - Our mission is to enhance the architectural and engineering profession by uniting in fellowship the architects and engineers of the greater Houston area; to promote economic growth among our members; to enrich them with scientific and technological developments; and to provide services and contributions towards the cultural endowment of our community.
- Web site: www.hhae.org

MINORITY CONTRACTORS ALLIANCE OF TEXAS, INC.

James Robinson, Chairperson

Roy Owens, President

4100 Hull Street; Houston, TX 77021; (713) 741-0164; Fax: (713) 741-3777

- Provides services for contractors
- Advocate for minority contractors
- Training seminars
- Source for insurance and bonding

National Association of Minority Contractors - Houston Chapter

Monica Landry, President

500 Lovett, Suite 150; Houston, TX 77006; P.O. Box 14611; Houston, TX 77221-4611; (713) 524-6766; Fax: (713) 524-4322

The Houston Chapter of the National Association of Minority Contractors is a member of the National Association of Minority Contractors, whose office is located in Washington, DC with chapters throughout the U.S.A. and Puerto Rico.

- Provides education and training to minority contractors in conjunction with the EPA in such areas as hazardous waste clean-up, asbestos and lead abatements, underground leaking storage tank removal, and radon mitigation
- Creates a forum for sharing information as well as developing and maintaining the highest professional standards
- Promotes the economic and legal interest of minority contracting firms at the national, local, and state levels
- Reduces and removes the barriers to full equality which have confronted minority contractors
- Advocates laws and government actions which meet the concerns of minority contractors

NATIONAL ASSOCIATION OF WOMEN BUSINESS OWNERS (NAWBO) (HOUSTON CHAPTER)

Tracey Brundrett, President – Greater Houston Chapter; Fax: (281) 893-1933

P.O. Box 572605; Houston, TX 77257-2605; (713) 639-3811

- The Houston Chapter of NAWBO is dedicated to the promotion of the interests of women business owners (also open to nonbusiness owners).
- Monthly luncheon with networking and educational or motivational speakers
- Web site: www.nawbohouston.org

TEXAS UNITED CONTRACTORS ASSOCIATION

D.J. Blanton, President

P.O. Box 681; Pearland, TX 77581; (713) 733-6669; Fax: (713) 733-3404

3610 Dalstrom; Houston, TX 77047

- Access to a plan room
- Dodge Reports and other construction reports

WOMEN CONTRACTORS ASSOCIATION

Josena Arqueta, Executive Director

P.O. Box 130441; Houston, TX 77219; (713) 807-9977; Fax: (713) 807-9917

- Women assisting women in achieving success in the construction industry
- Monthly meetings with networking and educational speakers
- E-mail: jarqueta@womencontractors.org
- Web site: www.womencontractors.org

CONTACT PERSONS FOR REQUESTS FOR PROPOSALS (RFPS) and REQUESTS FOR QUALIFICATIONS (RFQS)

CITY OF HOUSTON

BUILDING SERVICES		
Professional Services	Tracy Whitehead II	(713) 221-0407
FINANCE AND ADMINISTRATION	Sophia Chang	(713) 837-9628
FIRE		
Professional Services/High Tech	Gracia Rosslow	(713) 247-8721
HEALTH AND HUMAN SERVICES		
Professional Services/High Tech	Joseph Badell	(713) 794-9325
HOUSING AND COMMUNITY DEVELOPMENT	Aleice Goodson	(713) 868-8446
HOUSTON AIRPORT SYSTEM		
MIS	Frank Haley	(281) 233-1835
Engineering, Architectural	Jim Sartain	(281) 233-1963
Engineering, Civil	Adil Godiwalla	(281) 230-1934
Property	Randy Goodman	(281) 233-1822
Procurement	Rick Hrachovy	(281) 230-8000
Technical Services	Diana Hoffman	(281) 230-8000
Employee Development	Brenda Younger	(281) 233-1890
PARKS AND RECREATION		
Purchasing and Procurement	Diane Deaton-Bowen	(713) 845-1380
PLANNING AND DEVELOPMENT		
Economic Development	René Martinez	(713) 837-7970
Purchasing and Procurement, GIS	Marcia Wilson	(713) 535-7414
POLICE		
Professional Services	Lisa Chang	(713) 308-1749
PUBLIC WORKS AND ENGINEERING		
	Dallas Evans	(713) 238-5292
	Gloria Cordova	(713) 238-5203
	Jerry Roberts	(713) 238-5271
SOLID WASTE MANAGEMENT	John Erdeljac	(713) 699-7945

*The Sources of Assistance is updated yearly.
Fax any changes to (713) 837-9060.*